

MEMORANDUM FOR: Mr. [REDACTED]
Member, Incentive Awards Committee

SUBJECT: Meeting of CIA Incentive Awards Committee

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1. In accordance with the provisions of Regulation [REDACTED] the CIA Incentive Awards Committee will convene for a brief meeting on Thursday, 7 January 1954 at 10:00 A.M. in Room 223, Curie Hall.

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2. For initial Committee consideration there are 12 non-adopted employee suggestions. The employee suggestions, together with the evaluation prepared for each, are summarized in Tabs 1 through 12 and are supplied to you for your advance information. Please bring these incentive award briefs with you to the Committee meeting.

FOR THE CHAIRMAN, INCENTIVE AWARDS COMMITTEE

[REDACTED]

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Attachments:
Tabs 1 through 12

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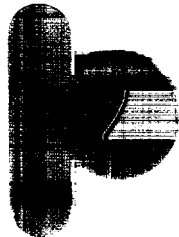
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Approved For Release 2000/06/19 : CIA-RDP80-00832A000100090002-5

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A G E N D A

<u>SUGGESTION NO.</u>	<u>TAB NO.</u>
392	1
403	2
451	3
454	4
467	5
470	6
471	7
472	8
474	9
479	10
480	11
481	12



Employee Suggestion No. 392

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that the practice of requiring employees who work after normal office closing hours to list their names along with their badge numbers in the check-out log at the guard's desk be discontinued. He suggests, instead, that the guards be instructed to check employee badge numbers against numbers entered in the log, to preclude the possibility of disclosing names of employees in critical security positions to unauthorized personnel.

C. Evaluation of Concerned Office:

The Chief, Security Office, has advised that after-hours signatures are an essential part of the building security program, and that the badge number is used by Security as a cross reference for identification purposes. Non-adoption is therefore recommended.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

No award

Employee Suggestion No. 403

A. Information about the Suggester:

B. Summary of the Suggestion:

The suggester proposes that there be published a quarterly informational pamphlet to explain to employees the reasons for certain inconveniences (parking problems, air-conditioning, etc.) and to indicate what is being done to correct them. He believes that such a publication would improve employee morale through a better understanding of such problems.

C. Evaluation of Concerned Offices:

The Personnel Office advises that it is not believed that the slight effect on employee morale which might be realized would warrant the cost of such a publication, especially in view of the severe budgetary restrictions now in effect throughout the government. It is believed that the majority of CIA employees are appreciative of the fact that every effort is being made to overcome the inconveniences described. If the suggestion were adopted, such publicity would serve to accentuate and draw attention to the "inconveniences" and "problems" themselves.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Returned for reevaluation

Employee Suggestion No. 451

A. Information about the Suggester:

B. Summary of the Suggestion:

The suggester proposes that typewriter repairmen make systematic inspections of all typewriters, and when doing so, give instruction to typists on such items as ribbon turning, oiling, minor repairs, etc. He believes this will reduce typewriter maintenance caused by negligence and lack of first-echelon maintenance.

C. Evaluation of Concerned Office:

The Logistics Office has advised against adoption for the following reasons:

- (a) Such inspections would be impractical & costly.
- (b) As repair calls are made, instructions are given in type cleaning, operator adjustments, and ribbon turning.
- (c) Oiling by untrained personnel can cause damage.
- (d) Oiling on ribbon carrier will cause sticking and binding of parts associated with ribbon throw mechanism.
- (e) If oil reaches eraser dust in type-bar segment, all keys bind.

They further add that, a typist untrained in repair, even with the proper tools, can easily do more damage than repair.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Rejected

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Employee Suggestion No. 467

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that action be taken to insure that no reports which have been hectographed or mimeographed and which have hectographed or mimeographed annexes are distributed incomplete, as the cost of reproducing the few pages of the annex for each report cannot compare with the cost of obtaining a complete report through channels.

C. Evaluation of Concerned Office:

The Assistant Director for Research and Reports advises that statements in the suggestion are not entirely true as borne out by investigation by ORR. In no case was the office able to find any hectographed reports in which the annexes were not distributed in their entirety. "It is true that some reports come in with only one or two sets of annexes, which are then sent to Industrial Register. In these cases, however, the annexes are not hectographed but are photographs or photostats. It would, therefore, be quite expensive to furnish additional copies of the annexes and to make new masters by another process."

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Reject

CONFIDENTIAL

Employee Suggestion No. 470

A. Information about the Suggester:

B. Summary of the Suggestion:

The suggester proposes that the code numbers of intelligence documents be printed on the intellofax card just above the routing ladder in order to relieve the load of the in-box on the analyst and to focus his attention on research.

C. Evaluation of Concerned Office:

The Assistant Director for Research and Reports doubts if routing cards instead of documents would be desirable as it would not permit the analyst to decide whether or not he needs to see the document itself. There is no evidence that the proposal would help enough people to warrant its adoption.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Rif to management for reevaluation

CONFIDENTIAL

Employee Suggestion No. 471

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that, to eliminate mistakes in NIS and other CIA and IAC intelligence reports, such documents be submitted to the language and area specialists of FDD for review and correction prior to publication. This would avoid mistranslated titles, words, phrases, false foreign place-name listings, and misspelled foreign place names.

C. Evaluation of Concerned Offices:

The Assistant Director for Operations advises against adoption for the following reasons:

- (a) The checking time necessary to go through such a volume of material would impose too great a burden to justify the results within present budgetary limitations.
- (b) The additional time lapse would be undesirable to the reporting and consumer office.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Rejected but

Employee Suggestion No. 472

A. Information about the Suggester:

B. Summary of the Suggestion:

The suggestion proposes that BID (OLI, State Department) and Research Bureau (Division of Geography, Department of the Interior) be incorporated in FDD (CIA) where they could obtain all overt foreign-language documents, as well as on-the-spot linguistic aid and expert advice from FDD language and area specialists.

C. Evaluation of the Concerned Offices:

The Chief, FDD, advises against adoption as the two units mentioned are not primarily established for intelligence work. Research Branch of Interior would have to cease some of its non-intelligence functions if it became a part of the Agency. BID is now functioning under an interdepartmental agreement that would be difficult to cancel.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Rejected

Employee Suggestion No. 474

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that there be established an information center for Agency personnel regarding the renting, buying, etc. of houses, apartments or rooms. The chief purpose of the center would be to aid Agency employees who are returning with their families from overseas to take up duty in Washington and those employees who are leaving Washington to take up duty elsewhere.

C. Evaluation of Concerned Office:

The Deputy Chief, PRDS, advises that the subject of the suggestion is already in effect. Such an information center, previously maintained by PD(O) and PD(C), is now handled by the Employees Services Division of the Personnel Office.

D. Note:

Rejection for award of this suggestion appears to be in order in view of the above appraisal indicating suggestion already in effect. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Rejected

Employee Suggestion No. 479

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that a system be devised whereby employees can evaluate their supervisors in much the same way supervisors now evaluate employees.

C. Evaluation of Concerned Office:

The Plans, Research and Development Staff, Personnel Office, advises against adoption for the following reasons:

- (a) it is a reversal of the natural order.
 - (b) it would tend to increase tensions between supervisors and subordinates.
 - (c) if permitted on an anonymous basis, the supervisor would have little protection from malice, and if on a covert basis, it is not clear how subordinates could be made secure from fear of reprisal.
 - (d) most subordinates have direct knowledge of only a portion of their supervisors' work, and for this reason cannot give a comprehensive and equitable evaluation.
- * Although the suggestion might have value in a "one-time" survey of employee morale and supervisory quality, or in individual cases, it has the above objectionable features as a normal procedure.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

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Employee Suggestion No. 480

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that the ground-floor area of Barton Hall be structurally reenforced and made into an OSI file room where all divisions could keep one or more files for general reference material.

C. Evaluation of Concerned Offices:

The General Services Office partly endorsed the suggestion, but recommended that it be forwarded to OSI for consideration.

The Office of Scientific Intelligence has informed the Committee that the suggestion is already in effect and no part of the suggestion makes added contribution. A large portion of the ground floor of one wing is being specially shored up for this purpose.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Rejected

Employee Suggestion No. 481

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that offices be provided with envelope-flap moisteners in order to reduce the use of Scotch tape in sealing envelopes for inter-office transmittals.

C. Evaluation of Concerned Office:

The Chief, General Services recommends non-adoption for the following reasons:

- (a) The use of glue-type envelopes is being discouraged; chain envelopes are available and should be used in accordance with instructions contained in CIA Regulation [REDACTED] Paragraphs N-(2) and (3).
- (b) Administrative Instruction [REDACTED] prohibits the use of Scotch tape for this purpose.
- (c) With respect to the moistener suggested, the bowl and sponge type is far cheaper and equally effective.

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D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Reject

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Security Information

MEMORANDUM FOR: Acting Chairman, Incentive Awards Committee

FROM: Executive Secretary, Incentive Awards Committee

SUBJECT: Award for Superior Accomplishment - [REDACTED]

25X1A

REFERENCE: Paragraph 3a (4), CIA Regulation [REDACTED]

25X1A

25X1A

1. Agency Regulation [REDACTED] and supporting documents from the Chief, Material Support Branch, Office of Communications, recommending the granting of a within-grade pay increase as an award to [REDACTED] GS-7, for superior accomplishment have been reviewed to determine compliance with legal requirements set forth in Public Law 429. [REDACTED]'s compensation is less than the maximum rate for his grade. He has received no previous advancement as an award during the past 52 weeks--the prescribed waiting period for a normal periodic pay increase.

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2. Standards - To merit an award for Superior Accomplishment, an employee's performance must meet one of the tests prescribed by Paragraph 3a (4) of the Regulation. The memorandum from the Chief, Material Support Branch presents information in accordance with the provisions of the above-referenced regulation.

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3. If the Committee favorably considers an award for Superior Accomplishment for [REDACTED], his salary will be increased from \$4,205 to \$4,330 per annum.

FOR THE INCENTIVE AWARDS COMMITTEE

[REDACTED]

25X1A

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C O P Y

TO : Chief, OC-A

FROM : OC-A/MSB

SUBJECT: Recommendation for Superior Accomplishment Salary Increase for [REDACTED]

REF : CIA Regulation [REDACTED] 25X1A

25X1A

1. It is recommended that [REDACTED] be granted a salary increase of one step in accordance with the provisions of CIA Regulation [REDACTED] which allows such an increase as a result of superior accomplishment. This recommendation is believed justified under the provision of Section #3, paragraph #4, referenced regulation, sustained work performance of a high degree of efficiency.

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2. [REDACTED], in his position of Stock Management Officer, OC-A/MSB has demonstrated outstanding performance for the past six months in the accomplishment of his assigned duties. During the past three months, he has performed his own primary assignment in the same outstanding manner and in addition, has assumed greater responsibilities because of the TDY assignment of the Deputy Chief, MSB [REDACTED] to Headquarters, [REDACTED] and has done so with meritorious distinction.

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3. [REDACTED] is normally responsible for maintaining supervision and management control of Agency Communications Stock for this Branch and is required to possess the technical knowledge to conduct the numerous detailed administrative and logistic functions necessary to assure that the stocks are kept current and that acceptable quantities are available when required. This entails reviewing some 7500 items of a stock value in excess of \$3,000,000.00.

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4. As indicated above, [REDACTED] has been required to assume certain functions normally performed by [REDACTED] during his absence and will be required to continue these upon [REDACTED]'s return and during the absence of the undersigned for a period of approximately two months. [REDACTED] familiarity with the office routine, specific procurement problems and details of important contracts have placed an increasing demand upon his knowledge and abilities and as indicated above, he has met these demands with distinction, and it is anticipated that he will continue to do so.

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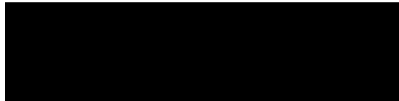
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C O P Y

1st Indorsement

TO: Executive Secretary, Incentive Awards Committee
FROM: Chief, Administrative Staff, Office of Communications

**The attached recommendation for a Superior Accomplishment award is
forwarded for action.**



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MEMORANDUM FOR: Acting Chairman, Incentive Awards Committee

FROM: Executive Secretary, Incentive Awards Committee

SUBJECT: Award for Superior Accomplishment - [REDACTED]

25X1A

REFERENCE: Paragraph 3a (4), CIA Regulation [REDACTED]

25X1A

1. Agency Regulation [REDACTED] and supporting documents from the Chief, Engineering Division, Office of Communications, recommending the granting of a within-grade pay increase as an award to Mrs. [REDACTED], GS-5, for superior accomplishment have been reviewed to determine compliance with legal requirements set forth in Public Law 429. [REDACTED] compensation is less than the maximum rate for her grade. She has received no previous advancement as an award during the past 52 weeks--the prescribed waiting period for a normal periodic pay increase.

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2. Standards - To merit an award for Superior Accomplishment, an employee's performance must meet one of the tests prescribed by Paragraph 3a (4) of the Regulation. The memorandum from the Chief, Engineering Division presents information in accordance with the provisions of the above-referenced regulation.

3. If the Committee favorably considers an award for Superior Accomplishment for [REDACTED], her salary will be increased from \$3,660 to \$3,785 per annum.

25X1A

FOR THE INCENTIVE AWARDS COMMITTEE

25X1A

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Security Information

C O P Y

TO : Chief, Administrative Staff, OC

Date: September 9, 1953

FROM : Chief, Engineering Division, OC

SUBJECT: Salary Increase for Meritorious Service - [REDACTED]

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1. It is requested that [REDACTED] be given an in-grade salary increase for meritorious service.

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2. The substantiating reasons for this request are as follows:

25X1A a. Because of the fact that the Test & Evaluation Section, in
25X1A which [REDACTED] works, is located some distance from its
25X1A parent headquarters, and in a Logistics Office installation,
[REDACTED] has administrative duties which usually fall at
Division level. In addition, [REDACTED] receives administra-
tive, housekeeping, and security instructions from Logistics,
as well as the orders from Commo, so she must continually try
to please two sets of supervisors.

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b. [REDACTED] is an exceptionally able secretary-typist.
She prepares reports, often involving voucher numbers, serial
numbers, and other figures, with few or no errors.

c. She maintains very accurate and detailed files and records.
The work of the section requires reference files of technical
manuals, specifications, and the like. It also requires data on
equipment, accessories, tube complements, and the like. Records
of work accomplished include files of equipments by serial num-
bers accepted and/or processed for cargoes. The efficiency of
the records systems can be attested to by the ease with which
information can be obtained.

25X1A

d. [REDACTED] often has to work under pressure of meeting
cargo, or other deadlines.

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3. [REDACTED] s excellent performance of duties, under unusual,
and often difficult, conditions, makes her deserving of special recognition
and reward.

/s/

[REDACTED] 25X1A

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C O P Y

1st Indorsement

TO: Executive Secretary, Incentive Awards Committee

FROM: Chief, Administrative Staff, Office of Communications

**The attached recommendation for a Superior Accomplishment is forwarded
for action.**

 25X1A

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Security Information

MEMORANDUM FOR: Acting Chairman, Incentive Awards Committee
FROM: Executive Secretary, Incentive Awards Committee
SUBJECT: Award for Superior Accomplishment - [REDACTED]
REFERENCE: Paragraph 3a (4), CIA Regulation [REDACTED]

25X1A

25X1A

1. Agency Regulation [REDACTED] and supporting documents from the Chief, FE Division, DD/P, recommending the granting of a within-grade pay increase as an award to [REDACTED], GS-9, for superior accomplishment have been reviewed to determine compliance with legal requirements set forth in Public Law 429. [REDACTED] compensation is less than the maximum rate for her grade. She has received no previous advancement as an award during the past 52 weeks--the prescribed waiting period for a normal periodic pay increase.

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25X1A

25X1A

2. Standards - To merit an award for Superior Accomplishment, an employee's performance must meet one of the tests prescribed by Paragraph 3a (4) of the Regulation. The memorandum from the Chief, FE presents information in accordance with the provisions of the above-referenced regulation.

3. If the Committee favorably considers an award for Superior Accomplishment for [REDACTED], her salary will be increased from \$5,185 to \$5,310 per annum.

25X1A

FOR THE INCENTIVE AWARDS COMMITTEE

[REDACTED]

25X1A

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Security Information

Employee Suggestion No. 274

A. Summary of the Suggestion:

The suggester proposes the distribution, Agency-wide, of a memorandum to remind everyone who handles files of the absolute necessity of dating all material placed in personnel files. At the present time, as the files grow and are rearranged from time to time, it becomes very difficult to determine its proper chronological order unless all of the material is dated (with the year as well as the day and month). In many cases, because of this lack of dates, an erroneous handling of the file has been made.

B. Evaluation:

The Deputy Chief, Plans, Research and Development Staff, Personnel Office, has advised the Committee that the above suggestion is of sufficient importance to receive careful consideration. Without question, insertion of undated material in applicant folders tends to confuse reviewing officials who need to know the chronological arrangement of supplementary material in order to evaluate the applicant. However, they further advise that the problem of undated documents has been under study in this Office before the suggestion was initiated. The above Staff is engaged in a project to improve applicant folders in several respects of which one consideration relates to the elimination of undated material in applicant folders. However, they indicated that the existence of the project above does not invalidate the points presented in this suggestion. Although the PRDS does not believe that such a notice as proposed by the suggester is appropriate at this time, the suggestion in itself has served to place more emphasis on the point in question. They further recommend that a nominal award be approved, based on the fact that the suggestion has contributed to the research project being conducted on the general problem.

C. Recommendation:

It is recommended that a token award of \$15 based on the Scale of Awards for Suggestions With Intangible Benefits be awarded to the suggester.

Employee Suggestion No. 570

A. Summary of the Suggestion:

The suggester proposes a revision of Form 33-26, "Capital Transfers Affecting Washington". The proposed revision permits the recording of three transactions on a single page, rather than one transaction as at present. Under the proposed, only six copies would be required, resulting in a 50% savings in the use of printed forms. In addition, stenographic and filing time would be reduced approximately 50%.

B. Evaluation of Concerned Office:

The Acting Comptroller has advised the Committee that "the use of the proposed revision of Form 33-26 would, it is felt, result in a savings in time in the Finance Division Disbursing Section and Accounts Branch. The degree of savings cannot be accurately determined; however, it is estimated that approximately 156 man-hours per annum could be diverted to other duties. Converted to cost at the appropriate level (GS-6), the resulting savings to the Agency would be approximately \$283.92 per annum." The Comptroller's Office goes on to recommend that the suggestion be adopted.

Tangible savings have only been included in the above estimate of savings.

C. Recommendation:

It is recommended that an award of \$25 be considered by the Committee based upon \$20 tangible savings and \$5 intangible benefits.

Employee Suggestion No. 610

A. Summary of the Suggestion:

The suggester proposes that a large, permanent, outdoor-type cigarette and/or trash receptacle be placed at or near the flag pole located opposite entrance to North Building at the shuttle-bus stop. He believes this will improve the appearance of the area known to the public as CIA where many people obtain their first glimpse of this Agency. Further, it will improve employee morale by indicating that efforts are being made to have them work in cleaner surroundings.

B. Evaluation:

The Chief, General Services Office has advised the Committee of the following:

"Subject suggestion is believed to have merit, and steps have been taken by this Office to adopt it for use. The [REDACTED] Group Superintendent has been contacted in this regard and has indicated that a cigarette sand urn and trash receptacle will be provided at the flag pole area in front of North Building.

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Any monetary savings realized through adoption of this suggestion would be reflected in a small reduction of cleaning service time, the expense of which is normally borne by the [REDACTED]. The improved appearance of the area, which is of prime importance, cannot be evaluated readily."

25X1C

C. Recommendation:

It is recommended that a token award of \$10 - \$15 be considered by the Committee for this suggestion with intangible benefits.

A. Summary of the Suggestion:

The suggester proposes that excess copies of the "News Highlights" prepared by the [redacted] Staff be accumulated, instead of destroyed after use, and made into scratch pads for general Agency use.

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B. Evaluation of Concerned Offices:

The Office of Logistics has supplied the following evaluation:

"This suggestion from a theoretical standpoint would seem to be excellent, however, when the administrative expense which would be involved in accumulating, assembling, and reworking such material is considered, it is doubtful whether or not there would be any substantial saving realized.

Most of the printed matter referred to in subject suggestion..... is printed on common mimeograph and spirit process type paper, which is very undesirable for longhand writing. Scratch pads are usually made from a cheap writing sulphite paper."

The Acting Chief, [redacted] Division has provided further information to the Committee in the following:

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"...Although this suggestion may appear worth while to the employee, it reflects the improper use of the "News Highlights" in that there actually should be very few extra copies if the proper use is made of this publication."

Following up on this suggestion, the Executive Secretary of the Committee as a result of a proposal from the Logistics Office in their memorandum relative to printing the "News Highlights" on both sides suggested to the [redacted] that the printing of the publication on both sides could provide the following:

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- a. reduce the printing time involved in the reproduction of this publication.
- b. result in approximately a 50% saving in paper (over 500,000 pieces of legal size paper conserved yearly).
- c. facilitate the overseas pouching of a lighter-weight publication.

Based upon the above suggestions by the Executive Secretary, the proposal was investigated, found to be feasible, and adopted.

C. Recommendation:

Although the original suggestion was not adopted due to the above evaluation, the suggestion did result in beneficial action being taken to effect savings in an Agency operation. Therefore, a token award of \$25 in recognition of the suggester's interest in economy is recommended.

Employee Suggestion No. 619

A. Summary of the Suggestion:

The suggester proposes a process for the saving of time on Intellofax requests to the CIA Library. Specifically, when the Reference Librarian desires the Machine Division to include the USSR or any of the satellite blocs as one of the area codes in a request, they would no longer request the areas as separate entities, but rather as Blocs. For example, if the Reference Librarian wanted the USSR and the Far Eastern satellites included in a machine run, he would not ask for each area individually (a total of 8 areas) but rather request area Bloc B and area Bloc F.

B. Evaluation of Concerned Office:

The CIA Librarian has advised the Committee of the following:

"Suggestion Number 619 was adopted with minor modifications by the CIA Library and the Machine Methods Division on 26 October 1953. A saving of approximately two minutes in the handling of each of three requests daily by Reference Branch and Machine Methods Division personnel has been realized during the relatively short period since the suggestion was adopted. The total saving of some six minutes each day are divided equally between the services of one GS-7 librarian and one GS-4 clerk. In view of the very small savings resulting from this suggestion the CIA Library recommends a token payment be offered in recognition of constructive interest in improving library operations.

C. Recommendation:

It is recommended that the Committee consider a token award of \$25 in keeping with Grade D of the Scale of Awards for Suggestions With Intangible Benefits. The intangible benefits resulting from this suggestion would appear to outweigh the tangible savings involved.